

# Gerald R. Ford International Airport Authority, Tenant Development Standards

Prepared by:



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## Section 1 General Requirements

All Cascade Charter Township requirements and ordinances must be followed. In addition, the following requirements and standards apply for development on airport property and are subject to the Gerald R. Ford International Airport Authority (GFIAA) approval. Certain portions of airport property are under the jurisdiction of the City of Grand Rapids, and in that case, City of Grand Rapids requirements and ordinances must be followed.

Cascade Charter Township ordinances are found at the following website:

<https://cascadetwp.com/Reference-Desk/Ordinances.aspx>

### 1.1. General Provisions

- 1.1.1. The site plan must be submitted to and reviewed and approved by Cascade Charter Township per ordinances.
- 1.1.2. GFIAA desires an aesthetically pleasing and well-planned and designed development that incorporates the features, amenities, and character expected by the commercial market, local customers, and the traveling public. An open, campus-like feel, free from unnecessary fencing or partitions, and cohesive design aesthetic is desired for the site and its development in order to achieve lasting market appeal. As such, GFIAA reserves the right to review, request modifications, reject and approve plans and associated development features and elements as necessary.

### 1.2. Zoning Requirements

- 1.2.1. See Cascade Charter Township Zoning Ordinance.
- 1.2.2. Note that the airport property is divided into several different zoning districts, and that the Airport Commerce District is further divided into subzones.
- 1.2.3. Appropriate submissions must be made to and received by Cascade Charter Township for zoning approval.

### 1.3. Maintenance Responsibilities

- 1.3.1. All general maintenance of the lease area(s) including but not limited to pavement, lighting, landscaping, irrigation systems, snow removal, etc. is the responsibility of the tenant.
- 1.3.2. The developer is responsible for maintenance of the site until individual leases are signed.
- 1.3.3. Maintenance of the lease area must be addressed in tenant leases.
- 1.3.4. The primary airport road system will be maintained by GFIAA (outside of the lease areas).
- 1.3.5. Secondary roads and parking lots within the lease areas must be maintained by the tenant.

### 1.4. Sustainability

- 1.4.1. GFIAA suggests and prefers practices, features, infrastructure, fixtures, and innovative designs that offer greater efficiency, conservation, lower impact and maintenance needs, etc. in the design of the site, its systems, and facilities.
- 1.4.2. Such sustainability measures, if used, must be incorporated into the design, construction, operation and maintenance of the site in compliance with all local and state requirements.

1.5. Future Modifications

1.5.1. Modifications to any facility must go through the submittal, review and approval process with GFIAA and the appropriate municipalities.

1.6. Airport Construction Permit

1.6.1. Any planned development to a tenant building or lease area shall be approved via an Airport Construction Permit

(<https://www.grr.org/hubfs/Construction%20Permit%20Application%20Fillable.pdf?hsLang=en>) prior to beginning any site improvements.

## Section 2 During Construction

### 2.1. General Provisions

- 2.1.1. Temporary structures as necessary for construction are permitted during the construction period, and must be reviewed and approved by GFIAA and Cascade Charter Township prior to installation.
- 2.1.2. All construction staging areas and the use of temporary structures must be coordinated with GFIAA prior to the start of construction.
- 2.1.3. Any planned land-disturbing work involving soil excavation shall be reviewed by Airport staff and is subject to the activities outlined in the most recent version of the Airport Authority's Due Care Plan (DCP). No soil will be excavated, transported, stockpiled, or reused without the Airport's prior review and approval via an Airport Construction Permit.

### 2.2. Soil Erosion & Sedimentation Control

- 2.2.1. See Cascade Charter Township Ordinances, Kent County Road Commission Soil Erosion and Sedimentation Control Ordinances, and Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements.
- 2.2.2. All temporary soil erosion and sedimentation measures must be in place before any construction activity begins.
- 2.2.3. Permitting, inspection, and maintenance of the soil erosion and sedimentation measures is the responsibility of the developer/contractor to ensure that they are operating correctly and efficiently.

### 2.3. Safety and Security

- 2.3.1. The developer/contractor must comply with GFIAA Rules and Regulations (<https://www.grr.org/hubfs/PDFs/rules%26regs2019.pdf?hsLang=en>) while working on airport property, as appropriate. The developer must coordinate through the airport for compliance with rules and regulations for any other local, state or federal agency that may be involved.
- 2.3.2. Tenants must comply with Michigan Occupational Safety and Health Administration (MIOSHA) requirements and a site specific safety plan must be established, maintained and followed by the contractor.
- 2.3.3. The developer/contractor must coordinate construction with GFIAA and meet all FAA rules and regulations, including FAA FAR Part 77, Objects Affecting Navigable Airspace.
- 2.3.4. Use of cranes for development must be coordinated and approved with GFIAA Facilities and Operations staff and through the FAA airspace review as necessary. See Section 3.6.
- 2.3.5. All hot work (i.e. temporary heat, welding, open flame torches, etc.) and fuel tank storage locations shall be communicated to Airport Rescue and Fire Fighting (ARFF) at least 7 days prior to date of use.
- 2.3.6. Contractor is responsible for ensuring the safety of its employees and the general public. The contractor shall place signs, fencing, and/or barricades to prevent unauthorized entry into the construction area.



## Section 3 Airport-Specific

### 3.1. Part 77 Compliance

- 3.1.1.No buildings or structures may be high enough to penetrate the surfaces of FAA FAR Part 77, Objects Affecting Navigable Airspace.
- 3.1.2.See Cascade Charter Township Zoning Ordinance.

### 3.2. Allowable Land Uses

- 3.2.1.See Cascade Charter Township Zoning Ordinance
- 3.2.2.See County of Kent, Gerald R. Ford International Airport Zoning Ordinance and these development/design standards.

### 3.3. RPZ Compliance

- 3.3.1.No development shall occur within the Runway Protection Zone (RPZ) unless reviewed and approved by GFIAA and FAA as necessary.

### 3.4. Impacts to Airport Security Fencing

- 3.4.1.Developer/contractor must coordinate with GFIAA on any impacts to the existing security fence.
- 3.4.2.A 10-foot minimum distance must be maintained clear of objects along the airport perimeter fence line, coordinating with GFIAA as necessary.
- 3.4.3.Also see section 4.4.

### 3.5. Adjacent ALP Development

- 3.5.1.Any development must be submitted by the developer, then reviewed and approved for Airport Layout Plan (ALP) compatibility by GFIAA and may require FAA approval for non-aeronautical use.

### 3.6. Airspace Reviews

- 3.6.1.FAA form 7460-1 must be submitted, by the tenant. through the FAA Obstruction Evaluation / Airport Airspace Analysis (OEAAA) website and a “determination of no hazard” received prior to the start of work.
- 3.6.2.Use of cranes for development must be coordinated and approved with GFIAA Facilities staff and through the FAA airspace review, as necessary.

### 3.7. Air Traffic Control Tower (ATCT) - Line of Site (LOS) Reviews

- 3.7.1.Any development must be submitted by the developer and reviewed for LOS impacts to all airfield movement areas from the ATCT. Approval from GFIAA staff must be received prior to the start of work.

### 3.8. Wildlife Management

- 3.8.1.Architects and designers must make every effort to design the site, facilities, and associated systems (i.e. landscaping, lighting, storm water, etc.) and to select materials in such a manner as to discourage wildlife habitat or the creation of wildlife habitat.
- 3.8.2.Bird netting must be included in the design and construction of any canopy structures on the site to discourage nesting of birds as appropriate.

3.9. Special Considerations for On-airport Location

- 3.9.1. GFIAA encourages the consideration and use of any technology, systems or services which would improve the experience and frequency of use by airport customers, such as flight information display boards in lobbies or the convenience store portion of an on-airport gas station, hotel shuttle services, etc.
- 3.9.2. GFIAA encourages the incorporation of features, amenities and services that can also serve airport employees and associated airport users.
- 3.9.3. The installation and use of solar panels on airport property shall follow the recent version of the Federal Aviation Administrations (FAA) - Technical Guidance for Evaluating Selected Solar Technologies on Airports, and coordinated and approved with GFIAA staff in conjunction with the FAA, as necessary.



## Section 4 Landscaping, Irrigation, Lighting, Fencing and Screening

### 4.1. Landscaping

- 4.1.1. Proposed landscaping must be reviewed and approved by GFIAA and coordinated with township ordinance requirements prior to installation. Landscaping design and plant materials must generally compliment site and existing airport area aesthetics. A list of approved landscaping plants can be found in Attachment A.
- 4.1.2. All lease areas not covered by buildings must either be paved or be landscaped. These areas must be properly graded to provide positive drainage.
- 4.1.3. Landscaping design must take into account the proximity to the airport and include trees and shrubs that do not encourage wildlife or grow to heights that exceed limits of FAA FAR Part 77, Objects Affecting Navigable Airspace.
- 4.1.4. GFIAA requires that wood fiber/natural mulch with natural color is used in landscaping and prohibits the use of stone and rubber mulch; however, aesthetic landscape boulders are permissible.
- 4.1.5. Landscaping shall be limited to within 15' of structures on airside leased areas.
- 4.1.6. Any utilities and mechanical systems (transformers, meters, valves, AC units, trash receptacles, etc.) must be screened with landscaping, berms or screening walls in order to minimize the view from the public roadway as appropriate.

### 4.2. Irrigation

- 4.2.1. Irrigation must be separated for building sites and roadways. GFIAA will maintain irrigation systems along the primary access road (outside lease areas only), and the tenant must maintain any irrigation systems around the buildings, parking lots, and designated tenant road system inside their lease areas.
- 4.2.2. Each tenant must have a separate irrigation system for their lease area.
- 4.2.3. Each system must have appropriate backflow prevention and meters per City of Grand Rapids code.

### 4.3. Lighting

- 4.3.1. Area lighting must be provided for safety and operational needs.
- 4.3.2. Lighting must be fully shielded and downward directed so as to not interfere with safe operation of aircraft at night.
- 4.3.3. The developer must submit documentation to GFIAA and FAA, as necessary, for review and approval for lighting. Submissions must be made with the 60% design document review.
- 4.3.4. GFIAA encourages the use of exterior LED lighting.

4.4. Fencing and Screening

- 4.4.1. Proposed fencing additions or modifications must be reviewed and approved by GFIAA prior to installation or changes, and any replacement perimeter security fence must match existing.
- 4.4.2. The contractor must not cut, remove or replace any perimeter fence without written approval from GFIAA.
- 4.4.3. Fencing material used throughout the leased area must be black vinyl in its entirety, including component parts such as fabric, barbed wire, posts, bolts, etc.
- 4.4.4. Current MDOT and FAA standards and specifications must be used for all fence installation.
- 4.4.5. All fencing in the development area must include a concrete mow strip, the design and detail of which must be provided to GFIAA for review and approval
- 4.4.6. Mechanical systems equipment and operational areas, such as loading docks and outdoor storage for trash collection, must be screened by landscaping features or fencing within the development area.
- 4.4.7. All screening must be reviewed and approved by GFIAA and Cascade Charter Township as appropriate prior to installation.

## Section 5 Paved Areas

### 5.1. Pavement Design

- 5.1.1. Roadway design must be in compliance with all Kent County Road Commission standards as appropriate. This includes but is not limited to roadway width, pavement section design and curb and gutter design.
- 5.1.2. Curb and gutter design on the site, and where tying into airport or public roadways, should match existing curb and gutter on adjacent airport area roadways and driveways, complying with Kent County Road Commission standards as appropriate.
- 5.1.3. All materials used must comply with Kent County Road Commission standards.

### 5.2. Parking, Pads and Driveways

- 5.2.1. The tenant must provide parking within the lease area for all vehicular parking needs for each building. Minimum standards for number of parking spaces by use and design have been established by Cascade Charter Township in their zoning ordinance.
- 5.2.2. Designated accessible parking spaces and locations must be included in all parking areas per governing codes and regulations. Such parking must comply with the Americans with Disabilities Act (ADA) Accessibility Guidelines.
- 5.2.3. Concrete pavement must be used for all operational areas such as dumpster pads, loading docks, outdoor storage areas, truck aprons and drives, and other related areas. These areas must be designed so they are located within the leased site in such a way that generally avoids large vehicle maneuvering on main airport or public roadways.
- 5.2.4. For new curb-cuts to public streets, see Kent County Road Commission requirements and Cascade Charter Township Zoning Ordinance.

### 5.3. Aircraft Aprons

- 5.3.1. Concrete pavement must be used for all aprons used for aircraft operations. Aprons will be sized and designed for the critical aircraft determined by the tenant and designed so they are located within the leased site and connected at full width to the adjacent public use taxiway.

### 5.4. Sidewalks

- 5.4.1. Sidewalks should be utilized throughout the lease area and subsequent development to promote safe and efficient pedestrian access between buildings and parking areas and along roadways and driveways where appropriate or required.
- 5.4.2. Sidewalks must be installed within the lease boundary lines when adjacent to public streets or right-of-way as required.
- 5.4.3. The design and construction of all sidewalks on the leased premise must conform to the Cascade Charter Township ordinance.
- 5.4.4. Wheelchair and accessibility ramps must be utilized and located as required and must comply with the Americans with Disabilities Act (ADA) Accessibility Guidelines and as required by local governance.

#### 5.5. Perimeter Security Road

- 5.5.1. If the perimeter security road and associated fence needs to be moved due to new development within the leasehold area, the developer is responsible for all costs for the planning, design and construction of the reconfigured roadway and security fencing.
- 5.5.2. GFIAA must review and approve any changes to the perimeter security road and associated fencing. Construction of the necessary relocated perimeter security road and associated security fence must be complete prior to any development construction.

## Section 6 Civil and Site Systems and Utilities

### 6.1. General Provisions

- 6.1.1. GFIAA desires the site in general, its facilities and all associated systems on premises to be aesthetically pleasing and of pleasant and cohesive character.
- 6.1.2. Proposed site plans must be submitted to, reviewed and approved by Cascade Charter Township and Kent County Road Commission, as required.
- 6.1.3. All utility connections and locations must be coordinated with GFIAA and the appropriate utility company. Tenants are responsible for all expenses related to connection to electrical power, communications, water, sewer and natural gas.
- 6.1.4. The contractor must request and have completed underground utility sweeps from GFIAA, FAA and Miss Dig prior to excavation of any material. Contractor must expose all utility crossings.
- 6.1.5. Provide at a minimum 3 days advance notice to GFIAA to mark any airport underground lines prior to commencement of the work.
- 6.1.6. All utilities must be placed underground and must follow all required specifications and design standards of the utility provider. Temporary power poles and above ground utility lines may be allowed if reviewed and approved by GFIAA, including applicable FAA airspace reviews.
- 6.1.7. The contractor must maintain and protect all utilities on site. Rerouting of utilities as needed for development is the responsibility of the contractor, coordinating with utility companies and GFIAA as needed.
- 6.1.8. Any utilities encountered or damaged during construction must be immediately repaired and/or coordinated with the appropriate utility company at no expense to GFIAA.
- 6.1.9. The developer is responsible for obtaining capacity letters and design layouts from utility companies for existing utilities on site.
- 6.1.10. The developer must obtain all easements and necessary permits, and coordinate with the airport and utility companies. The developer will have all easements recorded and provide copies to GFIAA.
- 6.1.11. Easements for all utilities must be reviewed and approved by Kent County and GFIAA, as required. All easements and easement language must be coordinated with GFIAA.
- 6.1.12. Temporary power poles or above ground service lines, if approved, must be removed prior to issuance of a Certificate of Occupancy.
- 6.1.13. All electrical lines, cable, fiber optic, video, communication or other underground utilities that are installed underneath pavement must be installed in an appropriately specified and sized conduit that allows for additional capacity in the future.

6.2. Sanitary Sewer & Water Main

- 6.2.1. Sanitary sewer must comply with City of Grand Rapids and Cascade Charter Township requirements.
- 6.2.2. Water main infrastructure must comply with City of Grand Rapids and Cascade Charter Township requirements.
- 6.2.3. All water systems must be looped as appropriate for life safety and redundancy.

6.3. Storm Water, Storm Sewer & Drainage

- 6.3.1. Storm sewer systems are subject to and must comply with Cascade Charter Township ordinances. All system plans must be reviewed and coordinated with GFIAA.
- 6.3.2. Storm sewer plans must also be coordinated with Kent County Road Commission and Kent County Drain Commission.
- 6.3.3. Storm sewer will be maintained by GFIAA outside of the lease area. Detention areas must be maintained by the tenant.
- 6.3.4. All storm pipe that is 12" or more in diameter must be Class III (or greater as appropriate) Reinforced Concrete Pipe (RCP).
- 6.3.5. No plastic pipe of 12" diameter or higher will be allowed.
- 6.3.6. Developed areas must drain within 48 hours and must be continuously draining.
- 6.3.7. Storm water must be directed into the storm sewer system and drainage ditches.

## Section 7 Signage

### 7.1. Building and Site Signage

- 7.1.1. See Cascade Charter Township Sign Ordinance. All signage on site must comply with these requirements and must go through the required review and approval process.
- 7.1.2. All signage must be submitted to GFIAA for review and approval prior to installation.
- 7.1.3. All signs must be placed within the leased premise and not located outside of the leased area boundary without permission from GFIAA.
- 7.1.4. Any illumination of signs or illuminated signs must be designed and installed in such a way that it does not interfere with aircraft operations or create any glare or blinding effect to aircraft and vehicle operators.
- 7.1.5. Regulatory signage must be incorporated and posted where required, such as speed limits, tow away zones, no parking zones, accessible/handicapped parking, fire zones, etc. Such signage must meet or match those used elsewhere in the airport environment. Placement of these signs must be noted in project development plans. Signage must be in compliance with MDOT and Kent County Road Commission requirements as applicable.

### 7.2. Temporary and Prohibited Signage

- 7.2.1. Yard signs of all types (i.e. those advertising goods and services, sales, political candidates, etc.) are prohibited in the leasehold area, except as required by law.
- 7.2.2. Temporary signage for construction must be submitted to GFIAA and Kent County Road Commission (KCRC) for review and approval prior to posting.
- 7.2.3. Temporary signs other than for construction will only be permitted if approved by GFIAA, and KCRC as appropriate, and will be considered on a case by case basis.

## Section 8 Buildings and Structures

### 8.1. General Provisions

- 8.1.1. Site plan must be submitted to and reviewed and approved by Cascade Charter Township per ordinance.
- 8.1.2. GFIAA desires an aesthetically pleasing, well-planned and designed development that incorporates the features, amenities, and character expected by the commercial market, local customers, and the traveling public. As such, latitude in architectural design, character and features is granted to encourage creativity in achieving the airport's goal of a great development with lasting market appeal. Accordingly, GFIAA also reserves the right to review, request modifications, reject and approve architectural plans, features and elements.
- 8.1.3. The design and construction of all buildings and structures must be in compliance with current codes, ordinances, standards and regulations. The developer is responsible for obtaining all appropriate approvals from governmental agencies, including zoning approval from Cascade Charter Township.
- 8.1.4. The developer is responsible for obtaining all applicable building permits, and any other permits must be obtained before construction activities begin.
- 8.1.5. See Section 2.1 regarding temporary structures within the development area.
- 8.1.6. See Section 4.4 regarding screening of mechanical systems for buildings and structures within the development area.

### 8.2. Materials and Finish

- 8.2.1. Buildings and any permanent development on the leased premise must be of a high-quality standard of appearance, function, durability, material, and maintenance.
- 8.2.2. GFIAA requires site and building design and finishes to compliment and cohere in appearance and construction to adjacent properties and generally meet the site aesthetics, airport environment, local market and community considerations.
- 8.2.3. The exterior finishes of all buildings must be approved prior to construction by GFIAA and submitted to FAA for airspace review and approval. Any finishes that create glare are prohibited. Developer and architectural team must coordinate with GFIAA regarding needed FAA submittals and determination of no hazard/approval.
- 8.2.4. GFIAA reserves the right to specify certain exterior finishes on newly constructed buildings upon review and/or disapprove exterior design, materials and finishes which detract from the overall airport area aesthetic.
- 8.2.5. Wood or stick-built structures are prohibited.

### 8.3. Setback Distances and Building Orientation

- 8.3.1. All setbacks must conform to the Cascade Charter Township Zoning Ordinance.
- 8.3.2. Orientation of buildings and other structures in the development area must be reviewed and approved by GFIAA and Cascade Charter Township.



8.4. Loading Docks and Outdoor Storage

- 8.4.1. Any loading docks below finished floor elevations must contain proper drainage facilities and must be screened from public view.
- 8.4.2. Dumpster and trash storage areas must be at the rear of the buildings, farthest away from public roads, and must be screened from view with landscaping or approved building materials to match exterior building finishes. These areas must also be gated to discourage wildlife.
- 8.4.3. Screening must be reviewed and approved by GFIAA and Cascade Charter Township prior to installation.
- 8.4.4. Refer to Section 4.4 for screening of operational areas.
- 8.4.5. Refer to Section 5.2 for paving standards for operational areas.

## Section 9 Submittal Requirements

### 9.1. General

- 9.1.1. The purpose of the submittal requirements is to keep GFIAA involved in the development process throughout the duration of the project design and construction. The developer must submit plans and specifications at each stage of the project as noted below for GFIAA approval in PDF format. Additionally, CAD drawings may also be requested by GFIAA throughout the process, but at a minimum will be required for record drawings. The developer is also responsible for submittals to appropriate governmental agencies as needed for permitting and approvals. This includes Cascade Charter Township zoning and plan review and approval for any development in sub zone 2, City of Grand Rapids, Kent County Road Commission and Federal Aviation Administration.
- 9.1.2. GFIAA requires ongoing and early site plan review and ongoing coordination given the benefits of time and cost savings to all parties involved.

### 9.2. Design Submittals and Meetings

- 9.2.1. Submit conceptual site plan for GFIAA review and approval.
- 9.2.2. Schedule conceptual design review meeting.
- 9.2.3. Submit 50% design documents for GFIAA review and approval.
- 9.2.4. Submit 90% design documents for GFIAA review and approval.
- 9.2.5. Submit final documents issued for construction for GFIAA review and approval.
- 9.2.6. At a minimum, each submittal must include an overall site plan, civil and architectural plans, drainage and grading plans, utility plans, lighting, paving, landscaping, site signage, building elevations, and section drawings as applicable. Plans must be signed and sealed by an engineer or architect, as appropriate, licensed in Michigan.

### 9.3. Construction

- 9.3.1. A set of record drawings for all disciplines showing the as-built condition must be submitted in PDF and CAD format (acceptable for use with GFIAA AutoCAD version) to GFIAA at the completion of construction.

### 9.4. Construction Permit Projects

- 9.4.1. Engineering will determine what deliverables GFIAA is looking for with Construction Permit Projects. Specific deliverables will be noted as comments on the approved Construction Permit.
- 9.4.2. These deliverables may include, but are not limited to, record drawings, AHJ permits, and other relevant documentation.
- 9.4.3. Items that aren't received at closeout will be elevated to our business development team.

Attachment A -  
Approved Landscaping List

Attachment B -  
Airport Construction Permit Instructions